



Colorado Division of Real Estate

1560 Broadway, Suite 925, Denver, CO 80202

(303) 894-2166, dora_realestate_website@state.co.us

Colorado Real Estate Broker License Application – Application Checklist

Please use the below checklist to ensure proper application submission. The items listed below are items that are required. Incomplete applications will be returned to the applicant for proper completion.

Section 1: Required Items

- _____ Fingerprint have been submitted to the Colorado Bureau of Investigations for processing.
(Instructions are included in this packet)
- _____ Proof of successful completion of education requirement (acceptable proof includes an REC-33, an **official** copy of college transcripts and/or certified license history from reciprocal jurisdiction).
- _____ Proof of successful completion of the real estate broker's exam (must have been passed within 1 year prior to submission). You can sign up to take the broker's exam at <http://www.psiexams.com/>.
- _____ Proof of Errors and Omissions (E&O) insurance coverage.
- _____ License Application and application fee (currently \$475, **check or money order made payable to "CREC"** – please note that application fees are **not refundable** in accordance with 12-61-110(2) C.R.S.)

Section 2: Optional Documents

- _____ Addendum to the Application for Real Estate Broker's License (this application is only required for applicants who answered yes to any of the questions in Section 5 of the Real Estate Broker's Application form).
- _____ Application for New Corporation, Partnership or LLC (requires additional fee. Only applicable if applying to be independent or employing broker. See Requirements Grid to confirm qualifications for these license levels.)

You may mail or drop off the application form and any other required documents to the following address:

Colorado Division of Real Estate
1560 Broadway, Ste. 925
Denver, CO 80202

Questions can be directed to Division staff via phone or email, 303.894.2166 or dora_realestate_website@state.co.us.